**NYC Water Charges**

**NYCHA User Manual**

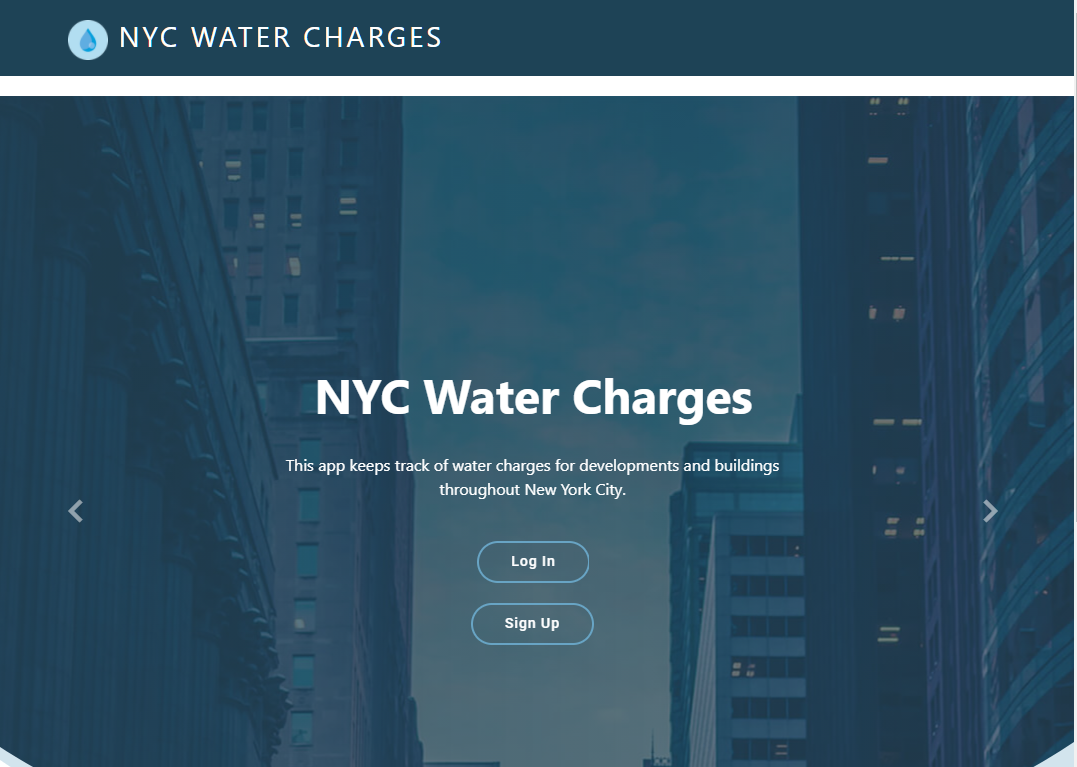
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Login (NYCHA Users)

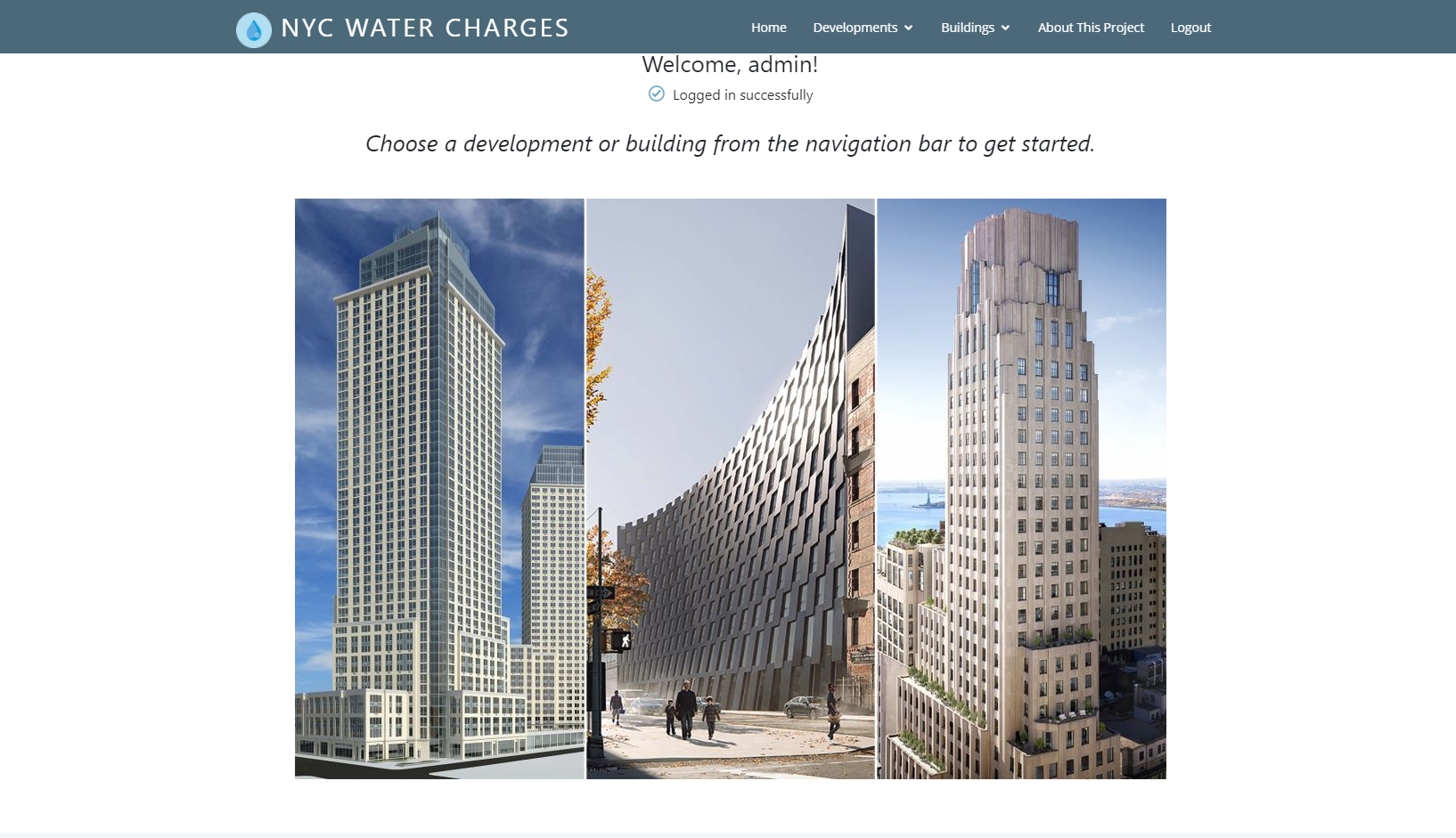
Log In with the following credentials:

* Username: admin
* Password: nycha

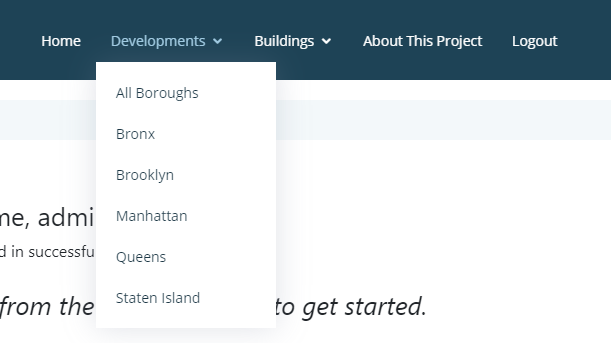


View Developments and Buildings (NYCHA Users)

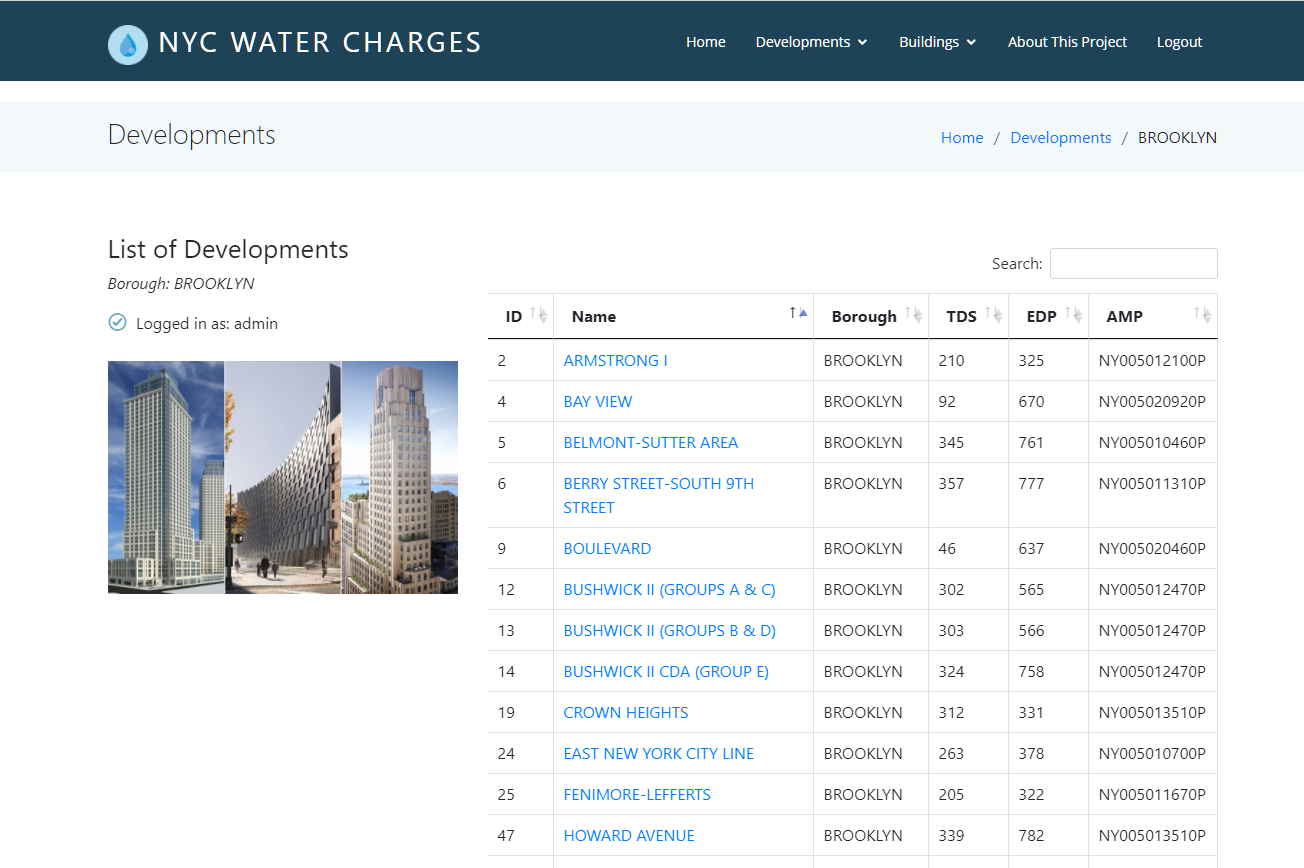
1. Click on development (or Building) from the navigation bar.



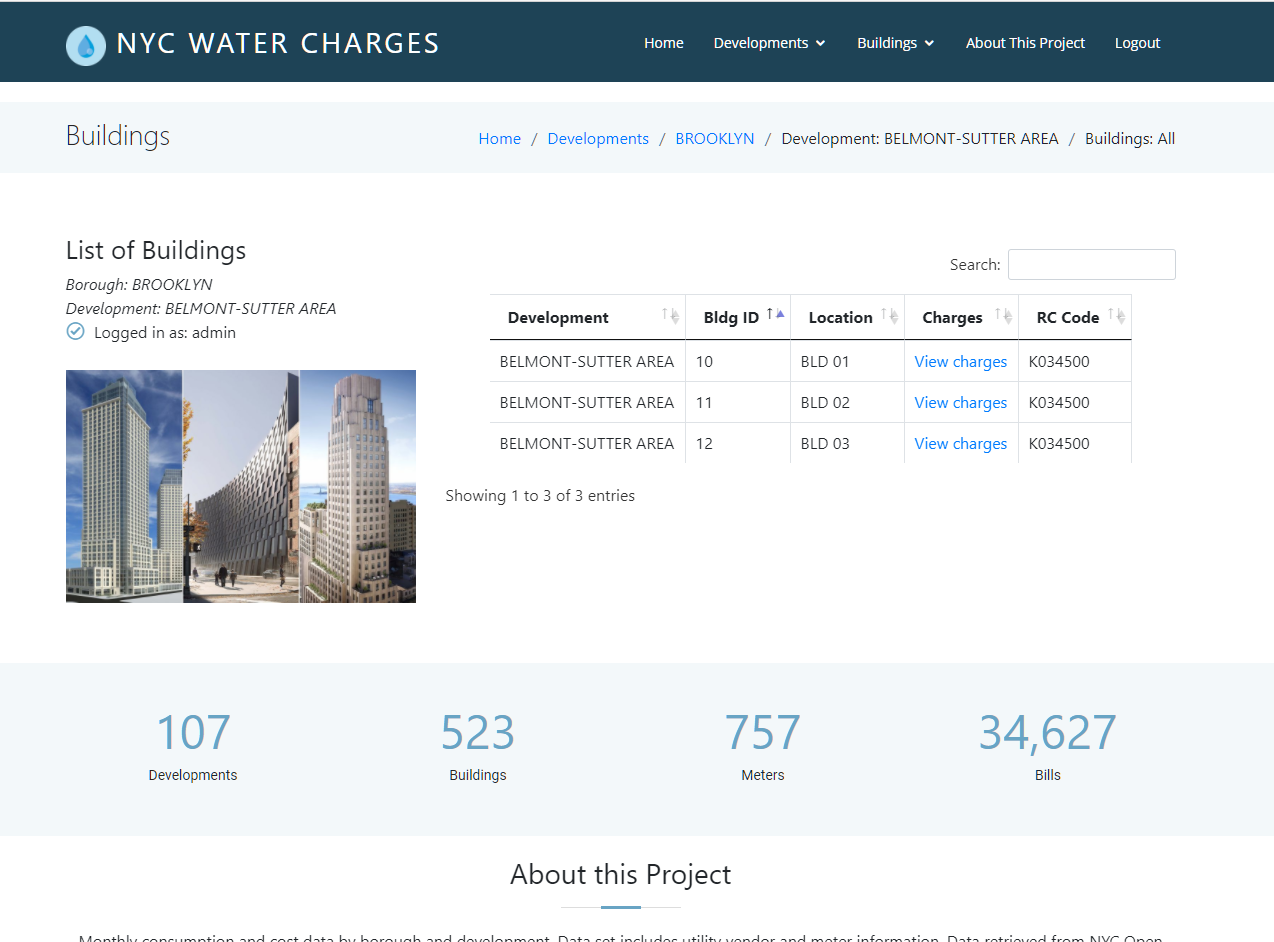
1. Choose a borough.



1. You will be presented with a list of all developments in that borough.

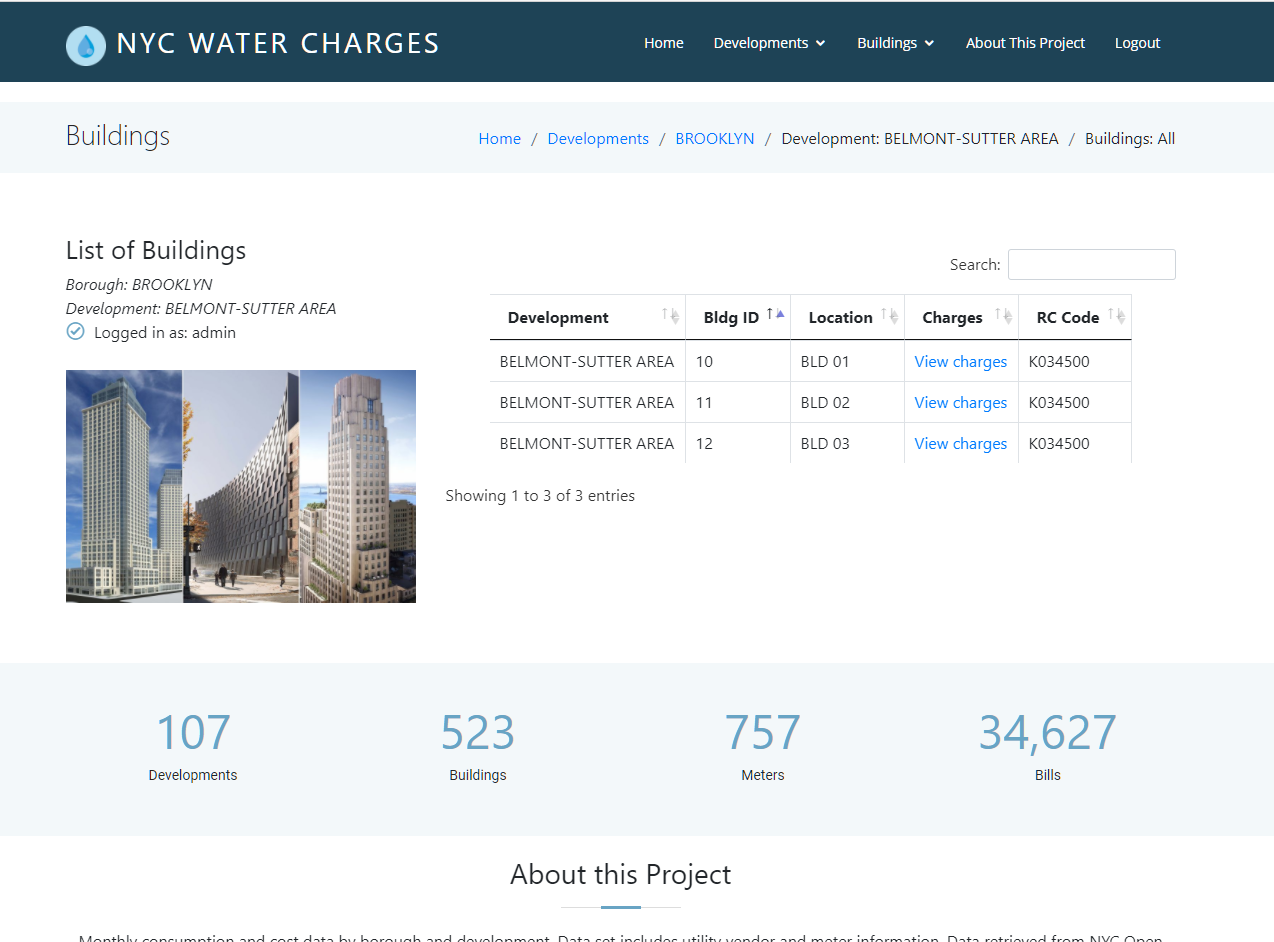
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1. Click on a development to see a list of buildings owned by that development.

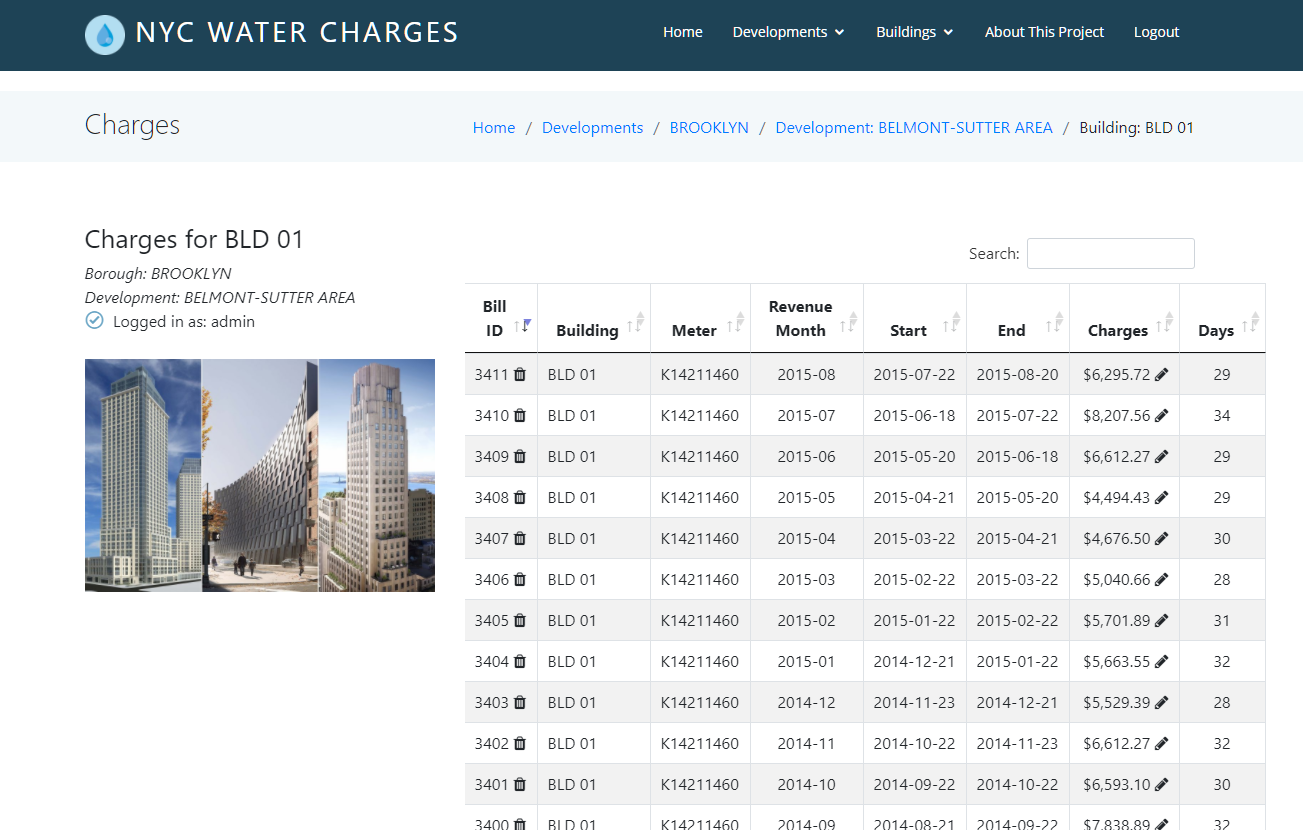
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View Charges (NYCHA User)

1. When vewing a list of buildings, click on **View charges** to view charges associated with that building.

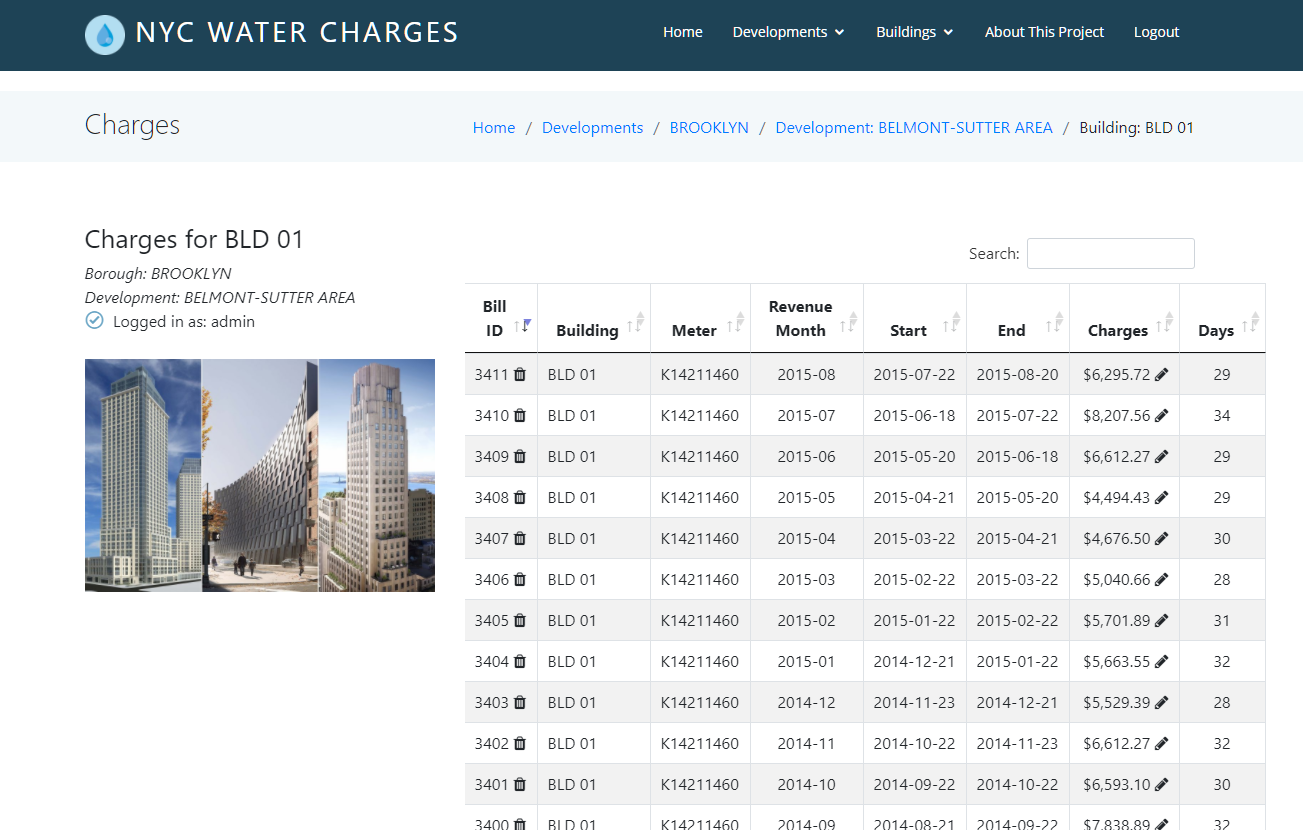
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1. As a NYCHA/admin user, you are able to **delete** a bill, or **edit** a charge.

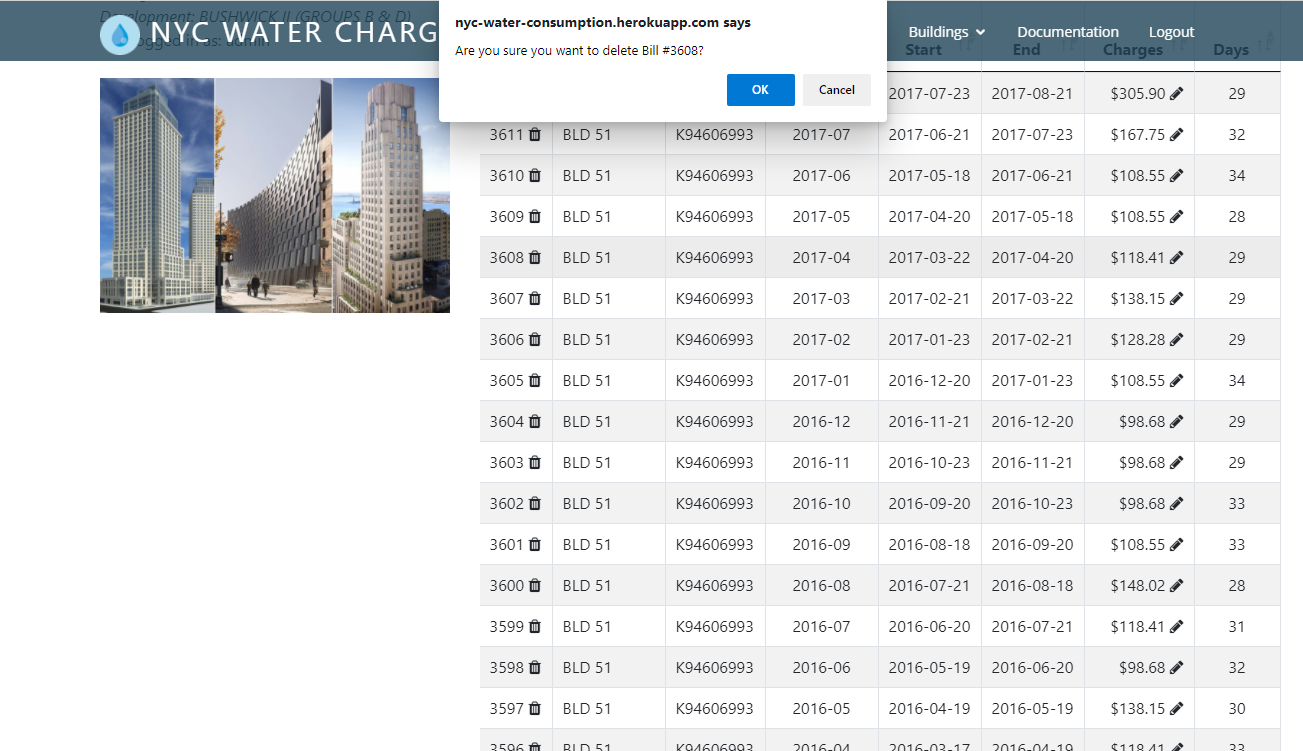
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Delete a Bill (NYCHA User)

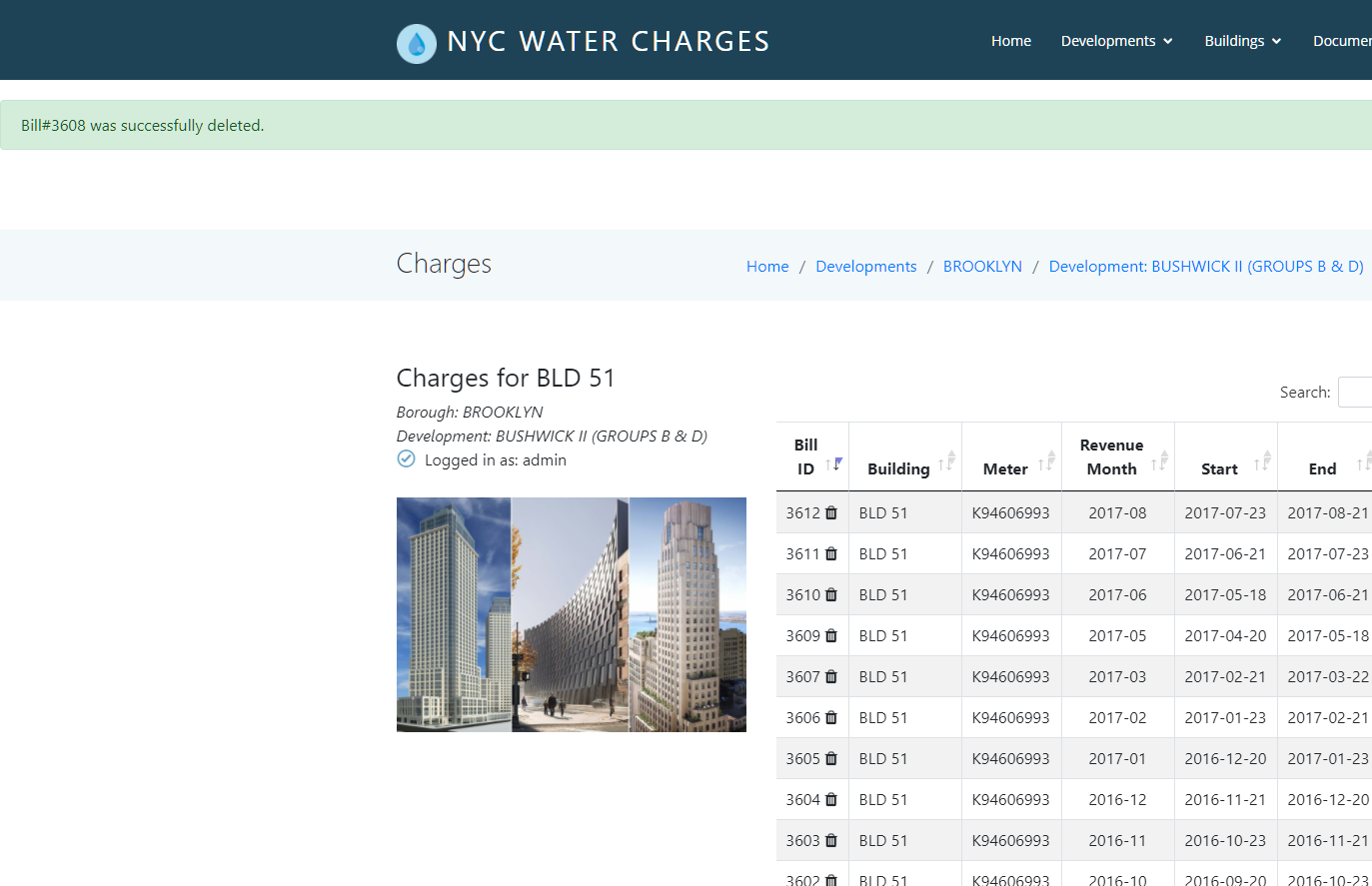
1. After viewing the list of charges, click on the Delete symbol next to the Bill ID.

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1. Press OK to confirm that you wish to delete, or cancel if you wish to cancel.

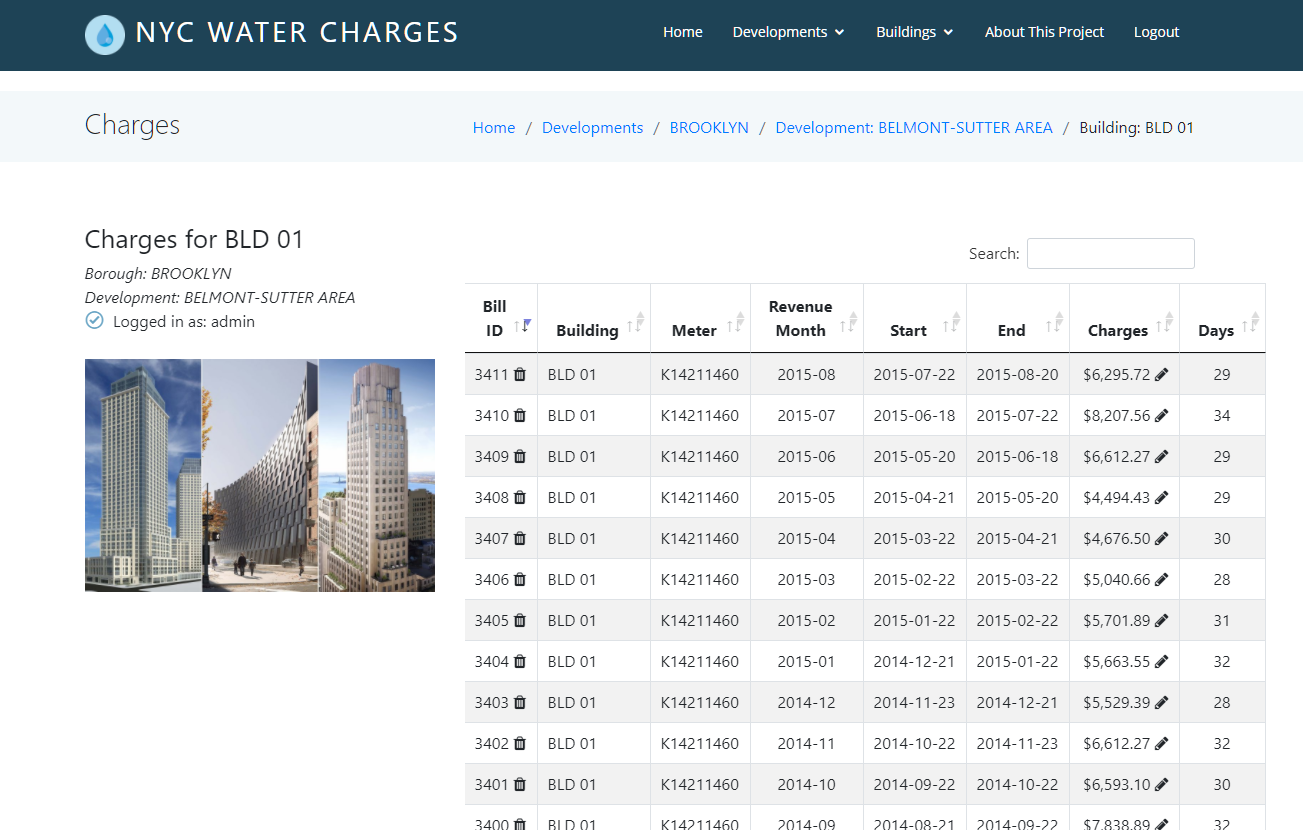
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1. An alert will appear confirming that the bill was deleted. That bill will no longer appear in the list of charges.

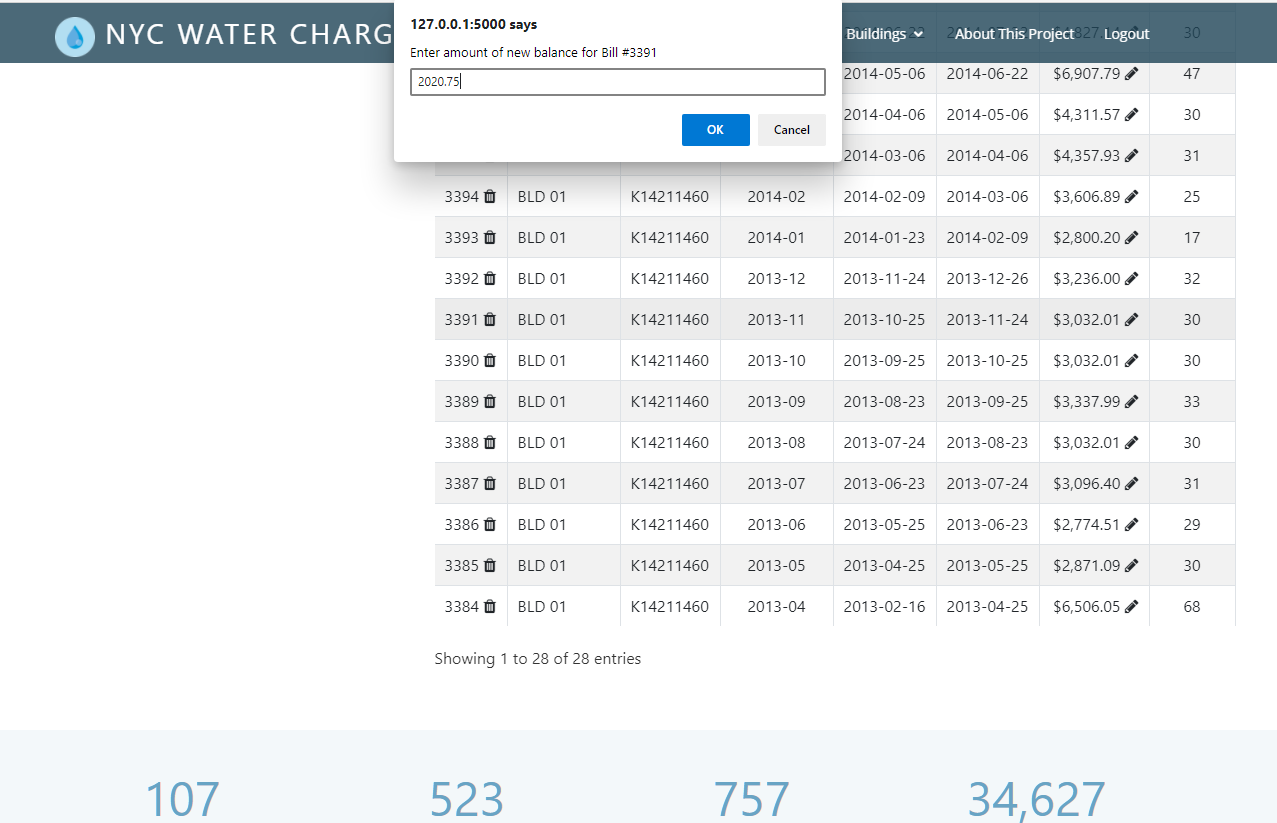


Edit a Charge (NYCHA User)

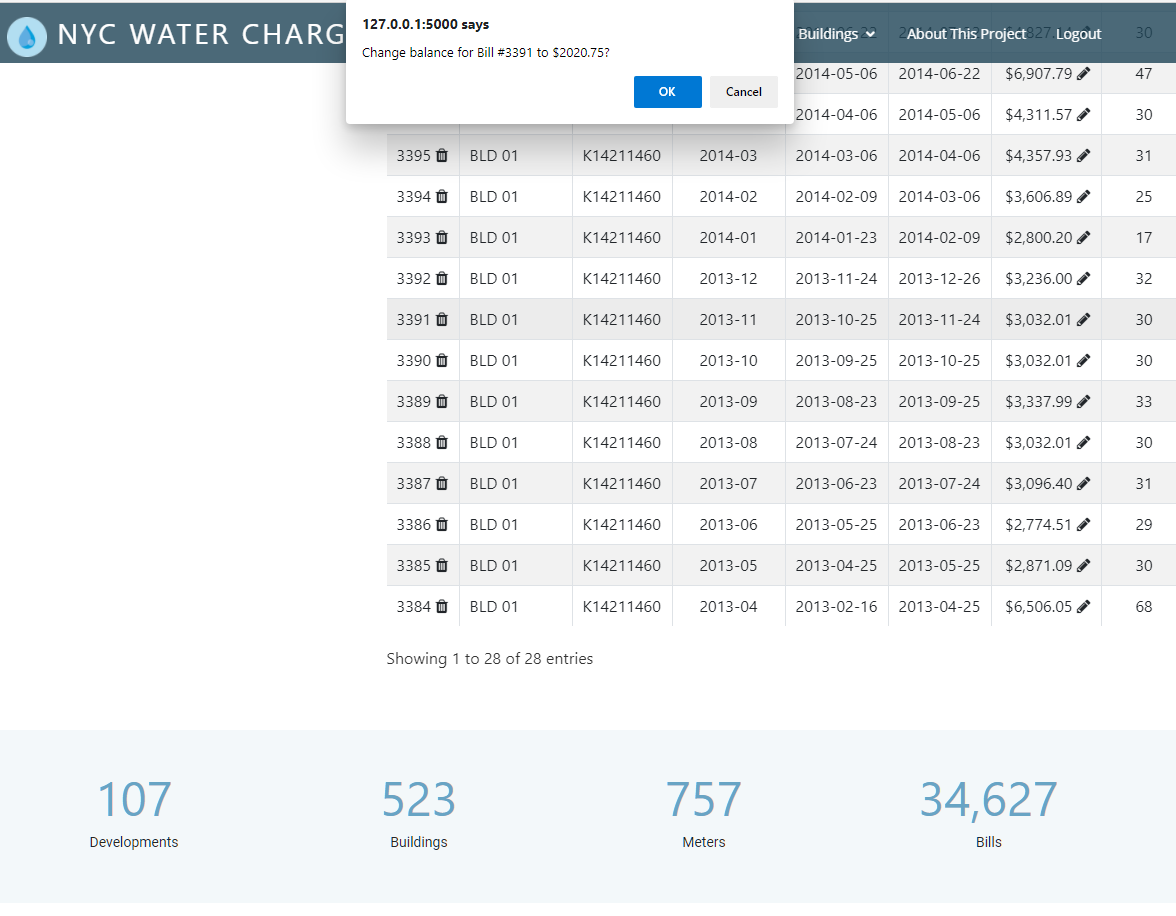
1. Click on the Edit symbol next to the charge to edit the charge.



1. Enter the amount of the new charge.

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1. Press OK to confirm, or cancel if you change your mind.



1. After confirming, a message will pop up on the screen, confirming that the amount was updated.

